

MARHAM PARISH COUNCIL**MINUTES OF THE ORDINARY MEETING OF THE FULL COUNCIL****Wednesday 15th January 2025 at the Village Hall, School Lane, Marham, PE33 9JA, at 7:00pm****Parish Councillors:** Valerie Inder (Chair), Roger Allerton, Inga Barrett, Ian Haddleton, Sonya Haddleton, Tony Harrison, Colin Heather, Heather Pearson & Mark Walton (Arrived during item 4).**Clerk:** Mike Inder.**Apologies for absence:** Cllr, Dawn Flatt. Borough Cllr Pallavi Devulapalli,**In attendance:** County Cllr Jim Moriarty and Public: 3

1/25 **Opening and Apologies:** Cllr Inder opened the meeting and welcomed those present and asked for apologies for absence. Apologies above were notified and accepted in addition it was announced that Cllr Hirst had resigned due to work commitments; the Notice of Casual Vacancy has been posted.

2/25 **Appointment of Locum Clerk/RFO/Burials Officer:** Mr Mike Inder accepted the position with the agreed contract terms.

3/25 **Declarations of Interest:** Dispensation was agreed for all cllrs on the matter of determining the Precept for 2025/26.

Declarations:

Cllr Inder - Allotments and Invoice reimbursement.

Cllr Allerton – Expenses approval.

Cllr S Haddleton – Bowls Club and Shouldham FC.

Cllr I Haddleton - Shouldham FC.

Cllr Heather – Bowls Club.

4/25 **Public Forum:** The Marham Village Play Group Chair asked for clarification of and consideration for the Newsletter advertising fee. The Chair replied that the P&S was being given a full review currently and that the request would be considered.

A Marham Ladies Do representative gave notice of their planned VE Day 80 event on 8th May and asked for co-ordination and deconfliction of events, the Chair responded that VE Day 80 was on the next agenda.

It was also requested if MLD could install a blind on the kitchen window? The Clerk will discuss the proposition when the Fire Risk Assessment is carried out this month and report back.

5/25 **Agreement of the minutes of the previous meetings:** The draft minutes of the meeting on 20th Nov 24, having been circulated to cllrs and published on the PC website, it was noted by Cllr Inder to have an incorrect meeting closed time, this correction was agreed and amendment made and signed. Cllr Allerton proposed the approval of the minutes, seconded by Cllr Pearson and carried. The Chair duly signed the minutes.

6/25 **Reports from County and Borough Council members:** Borough Cllr Devulapalli provided a report in advance by email with information on the Devolution Deal, modernisation of the

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Kings Lynn and Hunstanton leisure facilities and the 'Wild Downham Market' photographic exhibition on 1st Feb 10-2pm in the Town Hall, entry free.

County Cllr Moriarity expanded on the Devolution and Local Government Restructuring and that Norfolk County Council, in conjunction with Suffolk County Council, have resolved to apply for the new deal, which will include an elected mayor. The further expectations for Unitary Council as the next tier was explained and that there was detail at this stage.

Likewise, there is speculation as to the impact on Parish and Town Councils but no details, the BC are cognisant that consultation with Parishes will be required. The Clerk explained some of the concerns from a PC perspective and suggested that this was an opportunity to rethink Parishes in the Boundary Review to resolve some of the longstanding issues with a lack of cllrs and clerks in some areas.

- 7/25 **RAF Marham Engagements Officer Report:** circulated to Cllrs when received. The roadworks at the main gate and impact was communicated and the need for HGV traffic to avoid the village centre reiterated in response.
- 8/25 **Financial Matters:** The RFO published the payments and receipts report with the agenda pack and there were no questions. Available to view on the PC finance webpage.
- a. The [pre-approved payments](#) at Annex A were noted and [payments pending](#) at Annex B proposed for authorisation by Cllr Barrett, seconded by Cllr Harrison and agreed.
 - b. A sample check of accounts was conducted by Cllr Heather prior to the meeting and the [reconciliation of the accounts](#) countersigned. Minor queries were passed to the clerk for checking.
 - c. To agree the [budget for 2025/26](#) and set the Precept Requirement: The Budget having been drafted by the Finance Steering Group and circulated with the agenda pack was recommended by the RFO and any final comments invited. A query on EMR terminology and expenditure thereof was asked, the RFO responded that it was Ear Marked Reserves for specific projects and future known requirements and that the funds were ring-fenced for the approved purpose. Cllr Inder asked what the percentage change on the precept is, the RFO confirmed a 0.3% increase. Cllr Heather proposed the budget with a precept requirement of £60,948, seconded by Cllr Barrett and approved.
- 9/25 **Consideration of planning applications and decisions:**
- a. Applications:
 - i. [24/02226/PACU3](#)|Notification of prior approval- Change of use and conversion of an existing agricultural building to provide one dwellinghouse (schedule 2, Part 3 Class Q)|Land and Building at E570302 N309367 Home Farm The Street Marham Norfolk
 - ii. [24/02160/F](#)|Householder: Proposed Cart lodge to provide undercover & secure parking and general household storage.|Abbey Cottage The Street Marham King's Lynn Norfolk PE33 9HP. To note delegated comment – **PC Supports**.
 - iii. Late Planning Applications: 25/00022/F – Meadow View Variation of Condition 2. The Clerk provided a summary of the minor change to the external wall to facilitate the incorporation of a bath. Council Supports the application.
 - b. Decisions: None at time of publishing.
- 10/25 **Clerk's report to council and correspondence requiring further consideration:**
- a. Cemetery Ashes Plot request. The clerk reported the decision of the Diocese and that he is working with the family to explore their options.

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- b. To ratify request for free use of the PF for the Boxing Day Charity football match and to agree permission for future year's matches to be granted without a fee: It was agreed that the Boxing Day Charity football match could continue to be approved without a hire fee providing the Shouldham FC agree to the use of the pitch in accordance with the agreement conditions in place. It was noted that the match raised £2k for this year's chosen charity.
- c. Late correspondence: Norfolk ALC restructuring and postal vote – the clerk had sent the correspondence with the explanations of the need and pros and cons of the restructuring. The clerk responded to further queries and recommended that although the use of a postal vote is not in the current constitution that the Council should indicate its support. Cllr Allerton proposed a Yes vote for the restructuring and appointment of the named solicitor to carry out the process, seconded by Cllr Inder and agreed. Cllr Barrett asked it that membership of Norfolk ALC be put on the agenda in future prior to annual subscriptions being paid to review the benefit of membership.

11/25 **Governance:** review/adoption of the following policies:

- a. [Co-option Policy](#). Cllr I Haddleton queried the intent of para 8, it was agreed as needing rewording for clarification and re-presenting.
- b. [Complaints Policy](#).
- c. [Equal Opportunities Policy](#).
- d. [Risk Assessment and Management Plan Policy](#). Policies b-d were proposed by Cllr Inder, seconded by Cllr Allerton and approved by Council.

12/25 **Councillor and Clerk reports on on-going matters:**

- a. Notice Board. Cllr Inder reported on behalf of Cllr Flatt that the new board was installed and a vote of thanks for the volunteers that constructed (Mr Ady Gibbs) and installed it (Mr Gibbs and D&D, a local handyman) was given.
- b. Clerk recruitment update: Two applications were received in the 24 hours before the meeting, this did not give the HR Steering Group an opportunity to consider them in time to make a recommendation, but it was evident that neither met the advertised CiLCA qualification competency. As such it was decided to repeat the advert for further month and for the HR SG to review the applications in more detail and look at recruitment options in the round.
- c. Bowls Club Lease Update. The Clerk reported that he is waiting for contact from the solicitor and will contact them.
- d. Coronation PF Lane resurfacing update. Cllr Inder reported that it was complete, and that the PPS grant payment has been applied for. A member of the public commented that since the work the gravel area of the car park has puddling, this was already noted by the Council and will be addressed in due course with routine gravel top up and grading.
 - i. The Clerk reported that the owner of a neighbouring property (Corunna) had complained about a change to the demarcation of the boundary with removal of kerb paving. The Contractor had visited and explained that the kerbing was not sufficiently stable to tarmac up to and that they had removed it and laid the surface up to meet the boundary wall. The property owner requested that the PC acknowledge and record the perceived visual change to the boundary of neighbouring property and that the actual boundary is 20cm beyond the wall from in line with the extension to the top of the lane.
- e. To agree dispersal of the remaining balance of c£229 of Warm Spaces grant funds. The Chair explained that this was the underspend of a larger grant and needed to be spent in line with the warm spaces conditions or refunded to the grantor. She proposed applying it in a similar way to the previous year to cover the hire fee for community groups. It was further proposed by Cllr Inder that it be dispersed as follows:

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Marham Ladies Do – 3 x Saturday Soup and Sandwich events in Jan, Feb, Mar.

Marham Bells – 11 weekly meets on Wed 2-4pm

Knit and Natter (new Marham crafting group) – 2 meetings Feb and Mar.

Total of 16 two hour sessions at £14 per session, total £224. Cllr Heather seconded, and it was agreed.

- f. Streetlight maintenance – The Clerk explained that since Westcotec ceased providing this service MPC had not had a contract in place. He provided two quotes from reputable supplier with one other contractor failing to provide a quote in time. It was decided to proceed with the review of the two quotes and the benefits of each considered. The Clerk recommended the spares inclusive deal for £900 pa for 3 years. Cllr Heather proposed to let the contract to the recommended supplier (Cozens), seconded by Cllr Allerton and agreed.

13/25 **Village Hall Extension and Refurbishment:** A Report from Steering Group had been circulated.

- a. Go Green Grant (successful) – Solar Installation update. Start date 3rd March.
- b. Electrical installation design and specification, to note addition of Aircon, Lighting and Fire Detection and Alarm system to the design contract at an additional cost of c£1,200. Proposed by Cllr Allerton, seconded by Cllr Inder and approved.
- c. The clerk's decision, using delegated authority due to time sensitivity, to order a Fire Risk Assessment needed to comply with statutory duty and to inform the tender development by the architect was noted. The cost is £385.
- d. Requirement for CCTV Drains Survey explained. Three quotes presented and Cllr I Haddleton proposed JW at £395, seconded by Cllr Inder and agreed.

14/25 **Allotments:** Cllr Barrett reported that there had been storm damage to two plots and that the tenants had been notified and the roofs repaired. Notice of termination for Plots 14 and 6 has been received. Plot 14 has had the handover inspection carried out and is fit to relet with the deposit approved for refund. Both are in the process of being offered to the waiting list (currently standing at 6 applicants) and plot 6 will be inspected at the end of February. Plot 8 has previously been contacted to clarify intent as it appears not to be being tended, Cllr Barratt will follow up on this.

15/25 **Proposed and Seconded:** Cllr Inder and the Clerk reported that the P&S Editor had met with them and the anomalies regarding number of issues a year, invoicing and distribution had been discussed. It was agreed that 3 per year at the start of Feb, Jun and Oct would be optimal. Invoicing is staggered currently and there are some overdue invoices, the clerk has a clear understanding of how to bring the invoicing up to date and accurate. The Council's decision to publish the same number of copies at the next issue but to deliver the ones for Upper Marham to the Community Hub for collection was highlighted as an issue for some advertisers for whom delivery to every door was key to their decision to advertise. It was agreed to proceed with next issue with delivery and in line with the next invoicing cycle starting in Apr 25 to review the delivery decision and options. It was suggested by Cllr I Haddleton that clear T&Cs for advertising be defined and published. The matter of Community Not for Profit organisation advertising will be clarified with a new agenda item.

16/25 **Grounds Maintenance:** Cllr Haddleton reported that Colin Heather and Ally Burrows have been trained on the use of the tractor and as Cllr Heather will be driving it on the highway, he has signed the insurance declaration, countersigned by Cllr I Haddleton. With regards to

fuelling of the tractor Cllr I Haddleton stated that he was content to purchase fuel, obtain a VAT receipt and submit and expenses claim as required.

- 17/25 **Play Park:** The clerk provided an update and explanation that the zip wire could not be included in an inspection by any of the suppliers approached for quotes for the play park. Separate quotes were obtained, the NGF Play quote stated that RoSPA recommend replacing the main cable every 2 years and this is being fact-checked with RoSPA by the Clerk. Cllr Barrett proposed the selection of NGF Play quote of £350, seconded by Cllr Allerton and agreed.
- The quotes for the remaining equipment were debated and Cllr Heather proposed that the Sovereign 5 year deal with two inspections per year for a total of £399 be selected, seconded by Cllr Barrett and agreed.

18/25 **Playing Field and Pavilion:**

- a. Cllr I Haddleton reported that the majority of taps appeared to be scaled up and not working properly and that the old security light was hanging off the wall. The Clerk was asked to seek solutions and quotes to resolve the issues. Cllr Haddleton was asked to provide a full report on defects in the Pavilion so that they can be addressed effectively.
 - b. SFC Pavilion and Pitches Hire Agreement. Draft circulated by email and a series of suggestions and comments addressed. Cllr I Haddleton suggested a further amendment to remove 'rules' that are generic to all users of the playing field and instead post them on a sign for all to see, be they hirers or casual users. Cllrs agreed to this proposal.
- The liability insurance for the floodlights was further discussed, the PC cannot include them in its cover as they do not own them, SFC need to ensure they are covered in their existing policy or return to Council to seek a solution.
- It was stated by Cllr Haddleton in capacity as SFC President that the mole control that had previously been provided by SFC was no longer available free of charge and that they would be charging £250 for the service. The RFO highlighted that 2 further quotes would need to be sought, and Council would need to decide whether to recharge SFC a proportion of the cost.
- It was decided to defer the approval of the lease until these matters were resolved and clarified that in turn the recharge for utilities from Sep until the signing off the lease would continue.

- 19/25 **Village Hall Booking System:** Item proposed by Cllr Flatt, deferred until present.

- 20/25 **Remembrance Day Council Protocols:** Cllr I Haddleton, in light of the public comments referred to during the Nov 24 meeting and on social media, proposed that the Council issued an apology for any offence taken by residents due to the decision not to lay an RBL non-recyclable plastic wreath (albeit having given a donation in lieu of purchasing a wreath to the RBL). That decision was taken with environmental, sustainability and biodiversity forefront in priorities and could be explained along with an apology. It was commented on by Cllrs Inder and Barrett that the decision had also attracted positive comments, but those people had chosen not to do it publicly on the whole. Equally it was accepted that there may have been other members of the public that did not agree with the decision but had not expressed it. Cllr Inder suggested that the Council voted on whether to lay a wreath in 2025 and going forward, proposing that wreath was procured this year and laid at the Remembrance Service, then recovered at the end of Nov to reduce plastic pollution. It would then be cleaned and stored to reuse in following years until its condition required a replacement, whilst still

donating to the RBL each year; this would be a more sustainable approach in line with the Council's policies. Cllr I Haddleton seconded the proposal, and it was agreed. Council returned to the apology proposal which was seconded by Cllr S Haddleton with a suggestion to post it on the Village Information Facebook page. It was countered that issuing the apology through minutes was sufficiently in the public domain and that posting on social media could attract more adverse comments (in public even if not on social media with commenting switched off). The Chair called for a vote on the initial proposal, and the motion was not passed with a vote of 6-3 against; Cllr I Haddleton requested that the votes were recorded. For: Cllrs I Haddleton, S Haddleton, Walton.
Against: Cllrs Allerton, Barrett, Harrison, Heather, Inder, Pearson.

21/25 **Items for the next agenda:** Cllrs requested the following items for the next agenda and are requested to provide details of the items/proposal, in a report template format if appropriate, to the clerk at least 7 days before the meeting:

Bowls Club Hedge – Cllr Heather – Clerk requested to contact Nurture to see if it can be cut to 4ft in the cut scheduled for Jan 25.

VE Day 80 – Cllr Inder

Village Sign Repair

Co-option Policy – All - revision circulated, further comments or suggested amendments to the clerk min 7 days prior to the meeting.

Bowls Club Fence reattachment: Cllr Allerton offered to take a look and re-attach or report
Norfolk ALC Membership – Cllr Barrett (with Clerk assistance).

22/25 Meeting closed by the Chair at 9.05 pm

Signed: **Chair.**

Date:

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Annex A

9 January 2025 (2024-2025)

Marham Parish Council
DRAFTPAYMENTS LIST 129 TO 0

Voucher	Cheque	Name	Description	Amount
129	NO0289/SAAA	PKF Littlejohn	AGAR	378.00
130	1/09/24-31/09/24	Veolia ES UK Ltd	Cemetery rubbish collection	51.55
131		Wave - Anglian Water Business	Water rates	19.50
132	VP14786770	BT	Broadband	33.54
133		Post Office	Clerk Allowances & Expenses	6.80
134	A000932941 1	N Power	Street lighting	162.47
135	1/10/24-31/10/24	Veolia ES UK Ltd	Cemetery rubbish collection	64.44
136	VP14786770	BT	Broadband	33.54
137		Unknown	Clerk Allowances & Expenses	1.50
138	A-F8D94BE9	EDF	Electricity	58.05
139	1049090	Tamar Telecommunications	Virtual Telephone	6.94
140	1049090	Tamar Telecommunications	Virtual Telephone	6.94
141	C009058	Nuture Landscapes Ltd	Ground maintenance	63.08
142	C009058	Nuture Landscapes Ltd Group	Ground maintenance	431.20
143	346451301	Wave - Anglian Water Business	Water rates	31.09
144		Wave - Anglian Water Business	Water rates	
145		Parish Council	Maintenance Materials	83.78
146		Mr Groundsman	Ground maintenance	1,194.00
147	Mileage	Roger Allerton	Cllr R Allerton	54.00
		Mileage to collect office furniture		
148	AF8D94BE9	EDF	Electricity	120.16
149	November 2024	John Douglas	Village Hall caretaker	480.00
150	November 2024	Clerk	Clerks Salary	1,706.46
151	November 2024	HMRC	HMRC	483.16
		3rd row is to correct the overpayment to HMRC for Mth 6. See attached HMRC chat log.		
152	M029 D9	BT	Wi fi and telephone village hall	33.54
153		N Power	Street lighting	188.34
154		Tamar Telecommunications	Virtual Telephone	6.94
155		Scribe Support	Scribe Cemetery	331.20
156	Nov	EDF	Electricity	206.90
157	Dec 24	Clerk	Locum Clerk	1,233.89
158	Dec 24	HMRC	HMRC	479.39
159	Lane Resurfaci	Supreme Surfacing Ltd	Coronation Field Lane Resurfacing	21,000.00
160	Caretaker Dec	John Douglas	caretaker	416.80
161		Veolia ES UK Ltd	Cemetery rubbish collection	51.55
162	Hillside Hedge	Stoke Ferry Timber	Hillside hedge	58.50
163		Amazon	Office Supplies	30.00
		VAT # GB727255821		
164	Repair fixings	Roger Allerton	Bench	18.00
165		Veolia ES UK Ltd	Cemetery rubbish collection	65.40
166		BT	Broadband	33.54
167		N Power	Street lighting	198.72
168		HMRC	PAYE & NIC	479.19
169		Clerk	Clerks Salary	1,234.09
			TOTAL	31,536.19

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Annex B

9 January 2025 (2024-2025)

Marham Parish Council											
PAYMENTS (AWAITING AUTHORISATION) LIST											
Marham Parish Council											
DRAFT PAYMENTS LIST 123 TO 123											
Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
162	Tree Maintenance	30/12/2024	123	Community Account	Hillside Hedge sup	Hillside hedge	Stoke Ferry Timber	S	48.75	9.75	58.50
163	Office Equipment	30/12/2024	123	Community Account		Office Supplies	Amazon	S	25.00	5.00	30.00
164	Bench Maintenance	03/01/2025	123	Community Account	Repair fixings	Bench	Roger Allerton	X	18.00		18.00
Total									91.75	14.75	106.50

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